

VILLAGE OF BREWSTER  
BOARD OF TRUSTEES  
19 FEBRUARY 2020  
7:30 P.M.  
REGULAR MEETING  
MINUTES

The Board of Trustees of the Village of Brewster is holding a regular meeting at 7:30 PM, on February 19, 2020 at Village Hall, 50 Main Street, Brewster, NY 10509.

Attendees:

Mayor: James Schoenig  
Deputy Mayor and Trustee: Christine Piccini  
Trustees: Mary Bryde, George Gaspar, Tom Boissonnault  
Village Police Chief:  
Village Engineer: Todd Atkinson  
Village Counsel: Anthony Molé  
Clerk & Treasurer: Michelle Chiudina  
Deputy Clerk-Treasurer: Donna Milazzo

Absent:

John Del Gardo

Pledge to flag.

Notation of Exits

Mayor Schoenig motions to open the regular meeting, Trustee Gaspar 2<sup>nd</sup>, all in favor 5 to 0.

**Regular Meeting**

1. George Sohn, St. Lawrence O'Toole – Parade Permit. George Sohn, representing St. Lawrence O'Toole, has submitted a parade permit scheduled for April 10, 2020, assembling at 121 Main Street at 7:00 pm. The parade will begin at 7:30 pm and the route will be Main Street to Progress Street to Prospect Street and ending at St. Lawrence O'Toole around 9:00 pm. Mr. Sohn expects there to be between 350-400 people, Trustee Bryde comments on how wonderful the size of the event is and Deputy Mayor Piccini asks if the numbers presented are on the low side as the event has grown over the years. Mr. Sohn replies that the weather has played a large factor in the size of the event. Mayor Schoenig motions to approve the parade permit for St. Lawrence O'Toole with the mentioned parameters of the event and waives all fees involved, Trustee Bryde 2<sup>nd</sup>, all in favor 5 to 0. Trustee Gaspar mentions that former Clerk Peter Hansen's name is still on the parade permit application and Clerk Chiudina explains that the parade permit on the Village website has been corrected but if any organizations have made old copies to keep in their files, they will still have former Clerk Hansen's name. Copy of the permit will be attached to the minutes.

**PARADE PERMIT APPLICATION**

Applications shall be filed with the Village Clerk at least 60 Days in advance of the event and applicant is required to appear before the Board of Trustees at least 30 days in advance of the event:

Name of Parade Chairman: <u>GEORGE SOHN</u>	Telephone Number: <u>845 395-4357</u>
Email: <u>JORGE.PALANTE@AOL.COM</u>	Cell Phone:
Organization Name: <u>ST. LAWRENCE O'TOOLE R.C. CHURCH</u>	Org. Telephone Number: <u>845 279-2021</u>
Organization Address: <u>31 PROSPECT ST. BREWSTER, NY</u>	Email:
Head of Organization: <u>REV. RICHARD GILL</u>	Number of Participants: <u>350 - 400</u>
Parade Date: <u>4-10-2020</u> Rain Date:	Number of Vehicles:
Starting Time: <u>7:30 P.M.</u> Ending time: <u>9:00 P.M.</u>	
Assembly Street and assembly time: <u>121 MAIN ST. BETWEEN 7:00 PM + 7:30 P.M.</u>	
Details: <u>STATUES OF CHRIST AND THE VIRGIN MARY WILL BE CARRIED ON PLATFORMS. THE 14 STATIONS OF THE CROSS ARE COMMEMORATED AND HYMNS ARE SUNG</u>	
Starting Point: <u>121 MAIN ST. BREWSTER, N.Y.</u>	
Termination Point: <u>CHURCH OF ST. LAWRENCE O'TOOLE</u>	
Parade Route: <u>BEGINNING IN FRONT OF 121 MAIN ST, WE WILL PROCEED IN THE STREET ALONG MAIN ST. TO PROGRESS ST. WE WILL THEN GO UP PROGRESS ST. TO PROSPECT ST AND THEN ON TO THE CHURCH.</u>	
All information furnished on this form is true and complete to the best of my knowledge and belief.	
Signature of Applicant: <u>George Sohn</u>	Date: <u>FEB 10, 2020</u>
Approved by Village Board of Trustees. Date:	Permit Number:
Village Clerk, Peter B. Hansen: Date:	
Recommendation of Brewster Police Department:	

**RECEIVED**  
FEB 10 2020

2. Judy Marano, Music Festival. The Cultural Arts Coalition will be having their Music Festival at Wells Park on June 6, 2020 from 12 pm to 7 pm and Ms. Marano informs the Board that the event will have liquor again and has applied for the liquor license, which she has received, stating that it is easier to obtain now since she had applied last year and received a license. She mentions that last year's event had 1,500 people and the Coalition raised \$10,000 for Studio Around the Corner. Mayor Schoenig informs Ms. Marano that Garden Street School has been sold and he is unsure that the new owners will allow parking on their property and offers the Tri-State Lot and the parking lot at 208 Main Street. Ms. Marano states that the County is providing the Coalition with the trolley again for the event to shuttle those parking farther away. Trustee Boissonnault suggests that perhaps Markel Park could be used for parking. Mayor Schoenig motions to allow the Cultural Arts Coalition to use 208 Main Street as parking for the vendors, Trustee Boissonnault 2<sup>nd</sup>, all in favor 5 to 0. Mayor Schoenig motions to approve the Cultural Arts Coalition to hold the Music Festival on June 6, 2020 from 12 pm to 7 pm and allowing their staff to set up before the event, including a few days before to set up a stage, and post signs around the Village, so long as they are not obstructing view, and all fees involved will be waived, Trustee Boissonnault 2<sup>nd</sup>, all in favor 5 to 0.
  3. Monthly Reports:
    - 3.1. Police January, 2020 Report. Tabled.
    - 3.2. Code Enforcement January, 2020 Report. Bill Scorca delivers the January, 2020 Code Enforcement Report. Mr. Scorca mentions the status of the project that are ongoing in the Village at this time, including 530 North Main Street, 196 – 200 Main Street, Verizon Building, 538 North Main Street, and 85 Main Street. Trustee Bryde asks about the one property registration charge for this month and Mr. Scorca explains that it is a new owner who is renting their property. Trustee Bryde asks about an email that the Board received about religious services being held without a permit and Mr. Scorca explains that he has an inspection coming up and will assess the situation further. Mayor Schoenig motions to approve the January, 2020 Code Enforcement Report, Deputy Mayor Piccini 2<sup>nd</sup>, all in favor 5 to 0. Copy will be attached to the minutes.
    - 3.3. Engineer's Report for December, 2019 and January, 2020. Village Engineer, Todd Atkinson of Folchetti & Associates to deliver the Engineer's Report for December, 2019 and January, 2020. Mr. Atkinson explains the accident at the Marvin Avenue Pump Station, where a surge of electricity is believed to have devastated the entire station and Clerk Chiudina is waiting for the electrician's report to find out the cause of what happened. Trustee Bryde mentions that the cutter blades were ordered in December and they still appear on January's report and Mr. Atkinson informs the Board that the part has not arrived yet. Mr. Atkinson further explains the change orders that were approved at the previous meeting and announces that the Marvin Avenue Bridge is open for use. Mayor Schoenig motions to approve the Engineer's Reports for December, 2019 and January, 2020, Trustee Gaspar 2<sup>nd</sup>, all in favor 5 to 0. Copy will be attached to the minutes.
  4. Approve Auction Bid for Plow Frame. Clerk Chiudina informs the Board that DPW Superintendent Domenic Consentino received \$105.00 for the plow frame that was posted for auction and the other items that were not bid on will be scrapped. Mayor Schoenig motions to approve the auction price and sale for the plow frame and for Mr. Consentino to continue with the auction process and scrapping process for those items not sold, Trustee Gaspar 2<sup>nd</sup>, all in favor 5 to 0.
  5. Correspondence Sent & Received for January, 2020. Trustee Bryde asks if there was a response to the letter that was sent out to the owners of the taxi cab companies and Clerk Chiudina states the Village has not. Trustee Bryde also mentions that it was nice of Judy Callahan to send a letter thanking the Board for allowing the Putnam CAP toy drive to be held at 25 Marvin Avenue. Mayor Schoenig motions to approve the correspondence sent and received for January, 2020, Trustee Bryde 2<sup>nd</sup>, all in favor 5 to 0.
  6. February 5, 2020 Minutes for approval. Trustee Bryde approves the February 5, 2020 minutes, Deputy Mayor Piccini 2<sup>nd</sup>, all in favor 5 to 0.
  7. Vouchers Payable. Deputy Mayor Piccini reviewed the vouchers and found everything in order.
 

7.1. A -	GENERAL FUND	\$11,671.75
7.2. C -	REFUSE & GARBAGE	19,774.97
7.3. F -	WATER FUND	4,331.16
7.4. G -	SEWER FUND	58,414.93
7.5. H63 -	TONETTA BROOK MARVIN AVE. HEADWALL	4,347.25
7.6. TA -	TRUST & AGENCY	1,561.25
Total Vouchers Payable		\$100,101.31
- Mayor Schoenig motions to accept the vouchers payable as written, Deputy Mayor Piccini 2<sup>nd</sup>, all in favor 5 to 0.

8. Other Business

- 8.1. Deputy Mayor Piccini invites any Board members who would like to join her in a meeting with Prosper Communications to discuss the contract and scope of work for the Village website and newspaper. Trustee Bryde mentions that the cost of discussing the newspaper and the website with Prosper Communication continues to rise and the project is snow balling. Deputy Mayor Piccini believes that Ms. Kaslyn wants to know the Board's thoughts on how involved the Board would like her to be.
- 8.2. Trustee Bryde asks about the situation with Irene Hagan and the fence that was built adjacent to her property. Trustee Boissonnault mentions that he went to see the fence and spoke with Ms. Hagan about the issues she is having and believes that the fence is placed in such a way that people will use her property to get around the fence and is aware that Ms. Hagan has contacted the Village to not use tax payers dollars to fix the problem. He believes that the Board should do anything in their power to remediate the situation that was caused by the proactiveness of the Board. Trustee Gaspar visited the site on Sunday and is concerned about the signage on the fence itself as there is signage on Ms. Hagan's property that says 'No Trespassing'. Clerk Chiudina recalls that a 'No Trespassing' sign was supposed to be on the fence in English and Spanish but there is only a "Keep Out" sign facing the North Main Street side of the fence. Mayor Schoenig believes that the distance to extend the fence is not going to cost much to correct the issue caused by the fence being built in that spot and asks Counsel Molé to continue looking into whether the Board will be allowed to use Village funds to pay for the extension of the fence. Trustee Bryde asks about the email about the Board's obligation to post draft minutes before they are approved. Counsel Molé states that the Board is required to make draft meeting minutes available within 14 days after the meeting to the public and that is up to the discretion of the Board to decide how they would like to make the minutes available, whether it be on a public website or announcing that they are available upon request. Deputy Mayor Piccini states that this new information may have been brought to light due to training received by Board members. Trustee Bryde mentions that the Fireman's Ball is this weekend on February 22, 2020.

9. New Business – None.

10. Public Comment

- 10.1. Richard Prejs would like to bring to the Board's attention that there are cars going in and out the wrong ways to enter and exit the building. Trustee Bryde confirms that she has seen this happen as well.
- 10.2. John Lord asks about an issue with a Town property that was paying for Village water that was discolored. Mayor Schoenig states the determination is that the pipes belong to the property owner and that the house was unoccupied for quite some time and the discoloration of water was due to build up in the pipe. Mayor Schoenig informs the public that Mr. Consentino informed the Board that the issue has been resolved. Mr. Lord also asks about the development for the Urban Renewal Project. Mayor Schoenig informs him that the Village is waiting to finalize a contract with New York City DEP. Mr. Lord asks if Metro North Railroad was involved in this contract and Counsel Molé explains that they are not involved in the contract but are a part of the ongoing discussion about the property. Mr. Lord also reiterates that Irene Hagan would like to have the fence taken down.
11. Mayor Schoenig motions to go into executive session for legal reasons and no action will be taken after the meeting, Deputy Mayor 2<sup>nd</sup>, all in favor 5 to 0.
12. Mayor Schoenig motions to come out of executive session and adjourn the regular meeting, Trustee Boissonnault 2<sup>nd</sup>, all in favor 5 to 0.

## January, 2020 Code Enforcement Report

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VILLAGE OF BREWSTER  
50 MAIN STREET  
BREWSTER, NY 10509  
(845) 279-3760

### JANURARY, 2020 SUMMARY REPORT

		Year to Date
A.1560 SAFETY INSPECTION =	\$3,345.00	\$23,065.00
A.2555 BUILDING FEES =	23,657.00	80,298.95
A.2590 PROPERTY REG =	25.00	4,175.00
<hr/>		
TOTAL FOR JANUARY =	\$27,027.00	107,538.95

PERMITS: 7

VIOLATIONS: 7

INSPECTIONS\*: 6

CERTIFICATES: 5

PROPERTY REG: 1

\*Inspections total does not include inspections that the Village does not charge for as inspections, such as site visits, plumbing inspections, final inspections, gas tests, driveway inspections, boiler inspections, dryer vent inspections, roof inspections, etc. The inspections listed above are reflected in building fees and are a part of the permit amount.

**VILLAGE OF BREWSTER  
MONTHLY PROGRESS REPORT**

<b>1.     <u>GENERAL INFORMATION</u></b>		
Report No:     12 of 2019	Date: 12/18/2019	Contract No:
Facility Name: <b>VOB / PLANNING BOARD REVIEW AND CONSULTATION</b>		

<b>2.     <u>ENGINEERS STATUS OF PROJECT</u> (Narrative description of the Upgrade Project tasks (and subtasks) undertaken by the Engineer as set forth in the Engineer's Contract and Scope of Work including:</b>	
a.	Projects reviewed this month (attach additional pages as needed)
	<ul style="list-style-type: none"> <li>•       530 North Main - 12.50 hours</li> <li>•       162 Main Street - .75 hours</li> </ul>
b.	Status of Planning Board projects (attach additional pages as needed):
	<ul style="list-style-type: none"> <li>•       Route 22 Brewster LLC (BP Station) Final Inspections</li> <li>•       538 North Main Street – Construction Ongoing/Amendment Approved</li> <li>•       162 Main Street Ongoing Inspections</li> <li>•       79 Main Street Resolution Requirements; Inspections</li> <li>•       Brewster Honda, Punchlist Inspections</li> <li>•       530 North Main Street – Ongoing Inspections</li> </ul>
c.	Activities scheduled (attach additional pages as needed):
	<ul style="list-style-type: none"> <li>•       Continue plan review and meetings for B.O.S. Land Development</li> <li>•       Perform final inspections on Route 22 Brewster LLC (BP Station) Site, when needed</li> <li>•       Perform site inspection at 538 North Main Street, when needed</li> <li>•       530 North Main Street, Ongoing Inspections</li> <li>•       Perform inspections at 162 Main Street, when needed</li> <li>•       Perform site inspection at 79 North Main Street, when needed</li> </ul>

**VILLAGE OF BREWSTER  
MONTHLY PROGRESS REPORT**

1. <u>GENERAL INFORMATION</u>		
Report No:       12 of 2019	Date:    12/18/2019	Contract No:
Facility Name: <b>VOB / EPA Stormwater Phase II Regulations</b>		

2.	<u>ENGINEERS STATUS OF PROJECT</u> (Narrative description of the Upgrade Project tasks (and subtasks) undertaken by the Engineer as set forth in the Engineer's Contract and Scope of Work including :
	<b>a.       Activities completed this month (attach additional pages as needed):</b>
	<ul style="list-style-type: none"> <li>•       Maintained monthly stormwater maintenance/good housekeeping reports quantifying the number of pounds of litter and the amount of sand cleaned up throughout the Village</li> </ul>
	<b>b.       Status of activities in progress this month (attach additional pages as needed):</b>
	<b>c.       Activities scheduled (attach additional pages as needed):</b>
	<ul style="list-style-type: none"> <li>•       Address any regulatory comments on the MS4 Annual Report</li> </ul>







**VILLAGE OF BREWSTER  
MONTHLY PROGRESS REPORT**

1. <u>GENERAL INFORMATION</u>		
Report No: 1 of 2020	Date: 2/05/2020	Contract No:
Facility Name: VOB / PLANNING BOARD REVIEW AND CONSULTATION		

  

2. <u>ENGINEERS STATUS OF PROJECT</u> (Narrative description of the Upgrade Project tasks (and subtasks) undertaken by the Engineer as set forth in the Engineer's Contract and Scope of Work including:	
a.	Projects reviewed this month (attach additional pages as needed)
	<ul style="list-style-type: none"> <li>• 530 North Main - 1 hour (December 2019)</li> </ul>
b.	Status of Planning Board projects (attach additional pages as needed):
	<ul style="list-style-type: none"> <li>• Route 22 Brewster LLC (BP Station) Final Inspections</li> <li>• 538 North Main Street – Construction Ongoing/Amendment Approved</li> <li>• 162 Main Street Ongoing Inspections</li> <li>• 79 Main Street Resolution Requirements; Inspections</li> <li>• 530 North Main Street – Ongoing Inspections</li> </ul>
c.	Activities scheduled (attach additional pages as needed):
	<ul style="list-style-type: none"> <li>• Continue plan review and meetings for B.O.S. Land Development</li> <li>• Perform final inspections on Route 22 Brewster LLC (BP Station) Site, when needed</li> <li>• Perform site inspection at 538 North Main Street, when needed</li> <li>• 530 North Main Street, Ongoing Inspections</li> <li>• Perform inspections at 162 Main Street, when needed</li> <li>• Perform site inspection at 79 Main Street, when needed</li> </ul>

**VILLAGE OF BREWSTER  
MONTHLY PROGRESS REPORT**

<b>1.     <u>GENERAL INFORMATION</u></b>		
Report No:     1 of 2020	Date:    2/05/2020	Contract No:
Facility Name: <b>VOB / EPA Stormwater Phase II Regulations</b>		

<b>2.     <u>ENGINEERS STATUS OF PROJECT</u> (Narrative description of the Upgrade Project tasks (and subtasks) undertaken by the Engineer as set forth in the Engineer's Contract and Scope of Work including :</b>	
<b>a.</b>	<b>Activities completed this month (attach additional pages as needed):</b>
	<ul style="list-style-type: none"> <li>•     Maintained monthly stormwater maintenance/good housekeeping reports quantifying the number of pounds of litter and the amount of sand cleaned up throughout the Village</li> </ul>
<b>b.</b>	<b>Status of activities in progress this month (attach additional pages as needed):</b>
	<ul style="list-style-type: none"> <li>•     Begin to compile data for 2019-2020 NYSDEC Annual MS4 Report</li> </ul>
<b>c.</b>	<b>Activities scheduled (attach additional pages as needed):</b>
	<ul style="list-style-type: none"> <li>•     Address any regulatory comments on the MS4 Annual Report</li> </ul>





CORRESPONDENCE  
JANUARY, 2020

**CORRESPONDENCE RECEIVED:**

1. Judy Callahan, Director, Putnam Community Action Partnership Westchester Community Opportunity Program, Inc. This letter was sent to thank the Village for allowing Putnam Community Action Partnership to hold their Holiday Toy Program at 25 Marvin Ave. (dated 1/6/20, received 1/9/20).
2. Catherine Croft & Anthony Scannapieco, Jr., Commissioners of Elections. This letter was sent with enclosed flyers containing important early voting dates for the Presidential Primary (dated 1/7/20, received 1/10/20).
3. Matt Skane, Manager, Government & Regulatory Affairs, Comcast. Re: Xfinity TV Updates. This letter is to inform Hon. Michelle Phillips, Acting Secretary to the Commission NYS Public Service Commission that there are changes to Xfinity TV channels. (dated 1/9/20 received 1/13/20).
4. Matt Skane, Manager, Government & Regulatory Affairs, Comcast. Re: Comcast Northeast Operations Center. This letter is to inform Mayor Schoenig of network improvements and provide established procedures for network related service problems and emergencies (dated 1/10/19 received 1/13/19).
5. Daniel Etkin, New York State of Opportunity. Re: NYMTC's Safety Issues and Micromobility Workshop on 1/30/20. The Safety Advisory Working Group and advisory group to the New York Metropolitan Transportation Council (NYMTC), is hosting interactive workshops to seek input for the development of a Regional Planning Vision for Safety and Micromobility (received 1/16/20).
6. Brenda Cassidy, Customer Service Team, American Power & Gas. This letter is to inform the Village of the American Power & Gas rebate program (dated 1/11/20, received 1/17/20).
7. Catherine Croft & Anthony Scannapieco, Jr., Commissioners of Elections. This letter is thanking the Village of Brewster for allowing the board of elections to use the courtroom for the last election cycle (dated 1/17/20, received 1/21/20).
8. James L. Hyer, Esq., Chairman, Committee for a Putnam County Human Rights Commission. The Village received a proposal to establish a Putnam County Human Rights Commission (dated 1/20/20, received 1/22/20).
9. Matt Skane, Manager Government & Regulatory Affairs, Comcast. Re: Xfinity TV Updates. This letter is to inform Hon. Michelle Phillips, Acting Secretary to the Commission NYS Public Service Commission that there are changes to Xfinity TV Channels (dated 1/23/20 received 1/27/20).
10. Angelina Foster, New York Metropolitan Transportation Council. This letter is to inform the Village of the annual listing of obligated projects for federal fiscal year 2019 is available on NYMTC's website (faxed, 1/24/20).
11. Philip Thompson, Manager, Regional Operations, NYSEG. The Public Service Commission of the State of NY requires that NYSEG furnish all municipalities with emergency contact information of responsible officials in the event of an emergency (dated 1/24/20, received 1/29/20).
12. Daniel Etkin, NYS of Opportunity. The New York Metropolitan Transportation Council announces a public comment period for proposed amendments to the Federal Fiscal Years 2020-2024 Transportation Improvement Program (received 1/31/20).
13. Daniel Etkin, NYS of Opportunity. The New York Metropolitan Transportation Council announces its next Program, Finance, and Administration Committee Meeting Notice. The meeting will be held on February 13, 2020 at 11:30 am (received 1/31/20).

14. Russell Davidson, FAIA President. This letter is to inform the Village that John F. Kennedy Elementary School is having the exterior door replaced (dated 1/22/20, received 1/31/20).
15. Joy Lyons, Senior Vice President, Customer Service, Elavon. This letter is to inform the Village about changes to transaction pricing that will be effective 3/1/20 (dated 1/30/20, received 2/6/20).
16. Matt Skane, Manager Government & Regulatory Affairs, Comcast. Re: Comcast Programming Contract Renewal Website. This letter is to inform Hon. Michelle Phillips, Acting Secretary to the Commission NYS Public Service, of the webpage containing upcoming programming contract expirations (dated 1/9/20, received 2/2/20).

**CORRESPONDENCE SENT:**

1. Supervisor Tony Hay, Town of Southeast. Invoice number 29 covering October through December 2019 was sent to Mr. Hay for the amount of \$7,920.00 to be paid to the Village of Brewster for Town of Southeast Court Security provided by the Brewster Village Police (dated 1/2/20).
2. Andrea Olenius, Putnam County Personnel Dept. A letter was sent with RPC forms for update and new employee and resignation of an employee for the Village of Brewster (dated 1/6/20).
3. A bill detail report was sent to Jeff R., village resident explaining the outstanding amounts on utility billings (dated 1/21/20).
4. A letter was sent to all the Village of Brewster Taxi Company owners reminding them that all drivers should accept all fares regardless of the distance (dated 1/24/20).